

Minutes of the Regular Meeting of the
STATE BOARD OF CAREER AND TECHNOLOGY EDUCATION
HELD AT THE HODGE EDUCATION BUILDING, 2500 NORTH LINCOLN
BOULEVARD, OKLAHOMA CITY, OKLAHOMA

April 20, 2023

The State Board of Career and Technology Education began its regular meeting at 9:00 a.m., Thursday, April 20, 2023 at the Hodge Education Building, Room 1-20, Oklahoma City, OK; and the meeting was also streamed on Youtube. Notice was properly given, and the final Agenda was posted at 1:01pm on April 18, 2023, in accordance with 25 O.S. 2011, § 311(9).

Members of the State Board of Career and Technology Education present and all appeared in person:

- Mr. Brent Haken, State Director, ex-officio nonvoting member
- Mr. Michael Brown, Lawton
- Mr. Peter Dillingham, Enid
- Ms. Shaelynn Haning, Tulsa
- Mr. Edward Hilliary, Elgin
- Mr. Rob Seeman, Morris

Members of the State Board of Career and Technology Education not present:

- Mr. Ryan Walters, State Superintendent of Public Instruction and Chair of the Board
- Mr. Randy Gilbert, Tecumseh
- Two vacancies as two members of the State Board of Education are ex-officio members.

Attendees from the Oklahoma Department of Career and Technology Education and other guests:
See Attachment A.

1.01 CALL TO ORDER, ROLL CALL

Mr. Haken, State Director, called the meeting to order at 9:00 a.m. Ms. Angela Jones called the roll and ascertained there was a quorum.

**1.02 PLEDGE OF ALLEGIANCE, SALUTE TO THE OKLAHOMA STATE FLAG AND
A MOMENT OF SILENCE**

Led by Mr. Haken, State Director.

1.03 SUPERINTENDENT'S COMMENTS

Superintendent Walters was unable to attend today's meeting.

1.04 DIRECTOR'S COMMENTS –MR. BRENT HAKEN, STATE DIRECTOR

Mr. Haken said good morning. We have had power outages at the agency this morning so if our live feed has problems on YouTube we'll try to get that rolling as quickly as we can. Lee and Justin I know that you may have to answer questions from employees so feel free to do that if you need to.

We have had a busy but great last few weeks and month really since we've met. A lot is going on because it's legislative session so that's exciting. I've provided the budget request that you guys are very familiar with just so you that you'll have a reminder of what we're working towards and how we're trying to grow as a system and what opportunities we're trying to offer to our state. I've also given you the annual report so that you would have those resources should you need them.

Our CareerTech Student Organization membership is over 97,000 members which is a new record for Oklahoma student organizations within CareerTech. That's pretty phenomenal the opportunities that those students have to be a part of something that teaches soft skills along with the employability skills that we're already training. Very, very exciting.

A lot of those things are happening during the student organizations contests which are happening this spring. We're going to hear from HOSA here in just a moment. We also have TSA conference yesterday; we have SkillsUSA going on next week and everybody's getting ready to have their end of the year contests and celebrations of accomplishments.

1.05 MINUTES OF THE MARCH 23, 2023 REGULAR MEETING

Mr. Dillingham moved to approve the minutes of the March 23, 2023 regular meeting. Mr. Hilliary seconded the motion. The motion had the following votes:

Mr. Seeman, yes

Mr. Hilliary, yes

Ms. Haning, yes

Mr. Dillingham, yes

Mr. Brown, yes

Motion Carried. A copy of the minutes is on file at the Oklahoma Department of Career and Technology Education.

2. RECOGNITIONS AND PRESENTATIONS

2.01 CareerTech Student Organization HOSA (Health Occupations of America) State Leadership Conference update – Ms. Lara Morris, Health Education Program Manager

Ms. Lara Morris said I'm so glad to be here today. I want to tell you a little bit about my division which is Health Careers Education at the State Department of CareerTech. First, I'm going to tell you a little bit about my staff, we are a lean mean fighting machine. We are missing our HOSA State Advisor so I am the interim HOSA State Advisor until we have that position filled. I have a brand new team except for Susie McEachern; Susie's been with me about eight years as a program specialist. Gilda Austin is a program specialist and started around Christmas; Emily Gedra is our administrative assistant and she also started maybe November so it's been a big learning curve. The best part has been that Jeanette Furlong, who's been our part-timer for the last three years, came back to OSU to get her master's degree so that was awesome.

To tell you a little bit about the programs and what happens in Health Careers. We have about 30 different program areas. We only have 12 Comprehensive High School programs, which that's an area I would love to have growth in. Most of our programs are taught in Technology Centers because we have the equipment, supplies and also the experienced personnel to be able to offer skilled training. We don't do a lot of certifications in our high school programs, but we do a whole bunch of them in the adults.

K-12 students in courses: 893

Technology Center Enrollments
High School Students: 3,418
Adult Students: 3,059

Those numbers are going up and getting room to put more people in is generally our biggest challenge.

The next slide is our full-time programs. We have a lot of nursing related health careers many of those almost all of our campuses offer Long Term Care, Certified Medication Aide, Advanced Unlicensed Assistant and Practical Nursing. Practical nursing of course we have probably one of the strongest LPN contingents across the entire nation. We hire a lot of LPNs in Oklahoma and we train a lot of LPNs in Oklahoma so almost all of our tech centers have an LPN program.

Medical Assisting, Dental Assisting, Dental Hygiene, Surgical Technology, Medical Office, Vision Care, Pharmacy Tech

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We also do a lot of other things and many times you may not hear about these things in other states it's part of a community college experience many times, but we are so excited the way our system is set up that we're able to offer this training in our programs.

A few items not on the slide is Radiology Technician, Sonography, and Respiratory Care. We have a lot of really cool programs if you ever get the chance to go into a technology center, please ask to see their health programs. It's pretty impressive.

We have some therapeutic careers like Occupational Therapy Assistant and Physical Therapy Assistant which are an associate degree level program so in those we partner with some Higher Education Partners.

When students come to CareerTech we have a lot of different options for them.

Core, Long Term Care, Medical Assisting, Phlebotomy, Pharmacy Tech, Physical Therapy Aide, Fitness Specialist, Occupational Therapy Aide, Chiropractic Assistant, EKG Tech, Veterinary Assistant, Dental Assistant, Feeding Aide.

Our high school students take a core of content: medical terminology, anatomy and physiology and then they have a lot of things to choose from depending on the school. The school decides what they want to offer based on their population. If they can get a lot of veterinary students placed then they might offer Veterinary assisting and so on.

We just hosted a conference yesterday for 2,800 students and had 88 competitive events. The events were held at Moore Norman Technology Center and also at the Embassy Suites in Norman. My staff knocked it out of the park and I'm grateful that I'd been with this division for over 20 years so that means that I was able to kind of do the best I could. I think it was a really good experience too.

Let me tell you a little bit about HOSA: Future Health Professionals. This is our leadership and professional development arm of curriculum; it is a co-curricular. When people say oh I don't want to do HOSA oh no we all do HOSA because you all train students to work in a team and to be professionals.

We have 6,782 members in Middle School, High School and Post-Secondary/Collegiate and Professional Division. As you can see it's almost equal to our entire student population that we have too which is pretty impressive. We have over 200 active chapters. We've been with this organization, and they are about to celebrate their 50th year and we've been with it since the beginning.

Within your own communities you probably have heard or you're familiar with some of the places that we have clinical sites, or you may not even know it. We use doctor's offices, hospitals, long-term care facilities, dentists, veterinarians, etc. When it comes to the involvement of students or the involvement of CareerTech in local communities - clinical sites are a huge partnership opportunity for us.

We have advisory committees with business and industry. I'm trying to start a statewide advisory committee so if you all know someone that would be great on the health advisory committee, I

hope to have a meeting this spring. Like I mentioned earlier a number of our programs partner with higher education for advanced degrees. We work closely with OHA (Oklahoma Health Authority), Oklahoma Department of Health and Oklahoma Nurses Associations.

Some recent Health Careers Education Initiatives:

Nurse Refresher Course - we still offer this course for any nurse that has been out of practice and or did not sit for their test when they finished their program. They have the opportunity to go through if you don't want to go through your entire program again. This is for RN's and LPN's.

The nurse refresher course is now in ten locations

The Masonic Charity gave 100 scholarships at \$2,000 each

Nurse Refresher also has St. Francis offering a scholarship for future employees.

Statewide Healthcare Advisory Board, we talked about that earlier.

Curriculum development in each program area.

There were some questions and discussion.

3. MANAGEMENT INFORMATION

NO ITEMS

4. MANAGEMENT ACTION ITEMS

- 4.01 Discussion and Vote on the Salary Administration Committee (SAC) Policies and Procedure changes – Mr. Brent Haken, State Director

Mr. Haken said, those changes are in your folder and were sent to you before the meeting. This is something that hasn't been revised in quite some time. When I started looking through the document as a new director, I realized it has had no revisions since 2016 before that was 2004 so I thought it was a time for us to review these policies and update how we operate. As Lara Morris mentioned, in the field and also at the agency, many times we're bringing people from industry so providing some flexibility; where we can bring those people in within their pay band but have some flexibility within the pay band may be beneficial for us to look at. So, it still creates an opportunity for management, senior leaders and myself to review the pay structure of those people but maybe a little more flexibility in how we operate.

There was a question just recapping the main changes in the document.

Mr. Brown made a motion to approve the Salary Administration Committee (SAC) policies and procedures. Mr. Hilliary seconded the motion. The motion had the following votes:

Mr. Brown, yes

Mr. Dillingham, yes

Ms. Haning, yes

Mr. Hilliary, yes

Mr. Secman, yes

Motion Carried. A copy of the Salary Administration Committee (SAC) policies and procedures is on file at the Oklahoma Department of Career and Technology Education.

- 4.02 Discussion on the results of the April 4, 2023 election and Vote on Declaration of State Board that the territory comprising the portion of Thomas-Fay-Custer School District in Custer, Blaine and Dewey Counties not currently in a technology center district is annexed to Chisholm Trail Technology Center School District No. 26 – Dr. Justin Lockwood, Deputy State Director

Dr. Lockwood said If the board will remember you previously called for an election to be held for the annexation to be presented to the patrons of the Thomas-Fay-Custer School District Annexation into the Chisholm Trail Technology Center. That election was held on April 4th, the patrons voted with a 76.6% yes. At this time, I would ask that the board officially declare the Thomas-Fay-Custer School District area not previously in a Technology Center to be annexed into the Chisholm Trail Technology Center. Just for the board's information upon you're doing that they are a member immediately while their students will probably wait until next year before they actually start enrolling. Business and Industry services and everything else like that would be immediately in place.

Mr. Dillingham made a motion to declare the territory comprising the portion of Thomas-Fay-Custer School District in Custer, Blaine and Dewey Counties not currently in a technology center district be annexed to Chisholm Trail Technology Center School District No. 26. Mr. Brown seconded the motion. The motion had the following votes:

Mr. Seeman, yes

Mr. Hilliary, yes

Ms. Haning, yes

Mr. Dillingham, yes

Mr. Brown, yes

Motion Carried. A copy of the annexation documents is on file at the Oklahoma Department of Career and Technology Education.

- 4.03 Discussion and Vote on Full Postsecondary Accreditation for Autry Technology Center School District No. 15, Enid, Oklahoma – Ms. Jessica Ventris, Accreditation Manager

Ms. Ventris said good morning. This is the last school accreditation visit for last year.

On December 6th through 8th, 2022 the accreditation division conducted a hybrid visit including virtual and on-site accreditation review at Autry Technology Center in Enid, Oklahoma. The examiner team comprised 30 examiners, ODCTE staff including 18 examiners from other Technology Centers.

The examiners evaluated all aspects of the technology center's operations using the quality standards approved by this Board and listed in the Accreditation Guidelines published by the Oklahoma Department of Career and Technology Education. These standards address leadership and administration, instruction and training, support services, measurement and leadership,

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instruction and training, personnel, operations and system impact. The accreditation staff also conducted technical visits for financial aid and safety before the visits to help staff prepare.

Examiners also interviewed technology center administrators, certified and support staff, and students and stakeholders. Stakeholders interviewed included business industry representatives, community leaders, partner school administrators and teachers, and parents of students attending the technology center.

During the review, examiners interviewed 30 stakeholders in various manners including individual settings and in small groups. Examiners found no area of noncompliance with federal regulations. We recommend that the Board grant full accreditation status to Autry Technology Center.

Representative present today: Mr. Dwight Hughes from Autry Technology Center

Mr. Dillingham said that being a resident in Enid gives me a firsthand knowledge of and seeing your involvement and how you hit the ground running. Dwight is involved in all sorts of things in Enid that help the Autry system expand and really serve the community and it's just really refreshing, and I appreciate it. Thank you.

Mr. Brown made a motion to approve the accreditation of Autry Technology Center. Mr. Dillingham and Mr. Hilliary seconded the motion. The motion had the following votes:

Mr. Brown, yes

Mr. Dillingham, yes

Ms. Haning, yes

Mr. Hilliary, yes

Mr. Seeman, yes

Motion Carried. A copy of the accreditation report is on file at the Oklahoma Department of Career and Technology Education.

- 4.04 Proposed Executive Session to discuss the Employment of a Chief of Staff– Mr. Brent Haken, State Director
(Authority: 25 O.S. 2011, § 307 (B)(1)).

Vote to convene into executive session:

Ms. Haning moved to convene into executive session at 9:29am. Mr. Brown seconded the motion. The motion carried with the following votes:

Mr. Seeman, yes

Mr. Hilliary, yes

Ms. Haning, yes

Mr. Dillingham, yes

Mr. Brown, yes

Motion carried.

Mr. Brent Haken, State Director joined the Board for the entire executive session.

Mr. Glen Hammonds, Assistant Attorney General, joined the Board for the entire executive session.

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Vote to acknowledge return to open session:

Mr. Brown moved to return to open session at 9:47am. Mr. Dillingham seconded the motion. The motion carried with the following votes:

Mr. Brown, yes
Mr. Dillingham, yes
Ms. Haning, yes
Mr. Hilliary, yes
Mr. Seeman, yes
Motion carried.

NO votes were taken, and nothing was decided while in executive session.

Possible vote on any action:

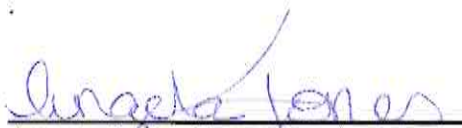
Mr. Hilliary made a motion to hire Dr. Justin Lockwood as Chief of Staff effective June 1, 2023. Ms. Haning seconded the motion. The motion carried with the following votes:

Mr. Seeman, yes
Mr. Hilliary, yes
Ms. Haning, yes
Mr. Dillingham, yes
Mr. Brown, yes
Motion carried.

4. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:49am.

The next regular meeting of the State Board of Career and Technology Education will be held on Thursday, May 18, 2023 at 9:00 a.m. The meeting will convene at the Oliver Hodge Building Education Building, Oklahoma City, Oklahoma.



Angela Jones, Executive Assistant
to the CareerTech State Director and
Secretary of the CareerTech Board



Ryan Walters, Chair of the Board